



## **CCTV Privacy Notice**

### **Introduction:**

St George's, University of London operates a system of closed circuit television (CCTV) cameras. These cameras are located both internally and externally throughout our Main Campus and Halls of Residence. These cameras are recording and collecting images of staff, students, contractors and visitors to the sites.

CCTV recordings are used in the interest of public safety and the prevention and detection of crime. Recordings can also be provided to enforcement agencies, providing evidence of criminal activity for investigations and identification purposes. Images may also be used by the University as evidence for the enforcement of its own policies and procedures.

St George's, University of London is the data controller.

### **What information are you collecting?**

Estates & Facilities, Security Department collects and stores CCTV images in the format of video images or stills.

### **What is the legal basis for processing the data?**

The legal basis the St George's, University of London relies on "Legitimate Interests" for the reasons indicated below:

- Public and community safety
- The prevention, detection and reduction of crime
- Implementation of University regulations, policies and procedures.

### **How is the personal data processed?**

In the event of a suspected crime, investigation of an incident or infringement of St George's University of London's regulations, policies or procedures, specific areas of CCTV data may be reviewed, downloaded and retained. Access to CCTV data is regulated in accordance with the University's CCTV Policy and procedures.

### **Who do we share the data with?**

Schedule 2 of the Data Protection Act 2018 entitles the Police or similar agencies, statutory authorities with the power to prosecute and local authorities to make an application to access personal data for the purpose of:

- The prevention or detection of crime
- The apprehension or prosecution on offenders

Images will not be shared with the media for entertainment purposes or placed on the internet or any social media sites.

Applications for CCTV data are given consideration on an individual basis. All applications must be made in writing to the University. These will then be considered in line with the Data Protection Act 2018 and the General Data Protection Regulation 2016.

#### **How long is personal data held?**

Data will be held for a maximum of 31 days from the date of collection. After this time, the data will be permanently deleted unless there is a legal requirement to retain the footage.

#### **What are your rights in relation to your personal data?**

**As a person whose personal data we are processing you have certain rights in respect of that personal data; you have the right:**

- To access your personal data we process
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or complete
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing
- To restrict the process of your personal data in certain ways
- To object to your personal data being processed
- To complain to the ICO about the way in which we process your personal data

To request a copy of the personal data we hold about you on our CCTV systems, please contact the Customer Support Manager via [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)

If you have any queries regarding your other rights regarding the use of your personal data you should contact the University's Data Protection Officer:

Email: [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk)

Tel: 020 8725 0668

Address: Data Protection Officer, Information Services, St George's. University of London, Cranmer Terrace, London SW17 0RE

Applications for CCTV data are given consideration on an individual request basis and only accepted in writing. These will then be considered in line with the Data Protection Act 2018 and the General Data Protection Regulation 2016.

#### **How to make a complaint:**

If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.

If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below:

Helpline            0303 123 1113

Website            <https://ico.org.uk/make-a-complaint/>